



City of Port Phillip

Fees and Charges Schedule 2025/26 – Port Melbourne Town Hall

Port Melbourne Town Hall Auditorium	Community Hire (per hour) <i>(Discount applies to non-for-profit organisations registered with the ATO by approval)</i>		Standard Hire	
<i>Hire includes exclusive use of auditorium, kitchen use, basic audio visual, venue supervisor & basic clean</i>	Off Peak Monday - Thursday	Peak Friday - Sunday	Off Peak Monday - Thursday	Peak Friday - Sunday
Daily Rate	\$655.00	\$655.00	\$1,030.00	\$1,030.00

Port Melbourne Town Hall Meeting Rooms	Community Hire (per hour) <i>(Discount applies to non-for-profit organisations registered with the ATO by approval)</i>		Standard Hire (per hour)
<i>Hire includes meeting room, basic audio visual & basic clean</i>	Off Peak Before 9am & after 5pm Monday - Thursday	Peak 9am - 5pm Monday - Thursday & 24hr Friday - Sunday	Monday - Sunday
Mayors Room	\$15.00	\$55.00	\$109.00
Council Chamber	\$15.00	\$55.00	\$135.00

Additional Costs				
<i>Security Guard - minimum charge 4 hours*</i>	Mon – Fri	Saturday	Sunday	Public Holiday
Security Guard Fees – per hour	\$60.00	\$70.00	\$94.00	\$118.00
Head Guard** Fees – per hour	\$62.00	\$72.00	\$96.00	\$120.00
<i>Duty Officer - minimum charge 3 hours</i>	Per hour			
Duty Officer Fees - Monday - Thursday	\$49.00			
Duty Officer Fees - Friday, Saturday & Sunday	\$85.00			
Duty Officer Fees - Public Holidays	\$100.00			
<i>Security Bonds - Required to secure booking</i>				
Security Bond - Community Hire	\$1,000.00			
Security Bond - Standard Hire	\$2,000.00			
Security Bond – Meeting Room Booking Only	\$100.00			
<i>Kitchen</i>				
Kitchen Hire (St Kilda Town Hall)	\$500.00			
<i>Cleaning</i>				
Basic Cleaning – 2 hour post event	Included in Hire			

All hire fees inclusive of GST

* Minimum of one (1) security guard required, additional guards allocated at the discretion of council and cannot be replaced by another supplier. Hirer is responsible for all costs associated with provision of security

** A head security guard will be mandatory for large or complex events evaluated by Council

City of Port Phillip ASSIST

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